

From: Wellenstein, Gunther
Sent: Thursday, April 11, 2019 3:30 PM
To: Broadcast
Subject: SW&R UPDATE SOP re: SHREDDING

PLEASE POST : PLEASE FORWARD



A friendly reminder from
the Solid Waste & Recycling Office:

Recent (industry) update to 'best practices'...

Keep loose or bagged shredded paper out of your recycling cart!



Shredding de-values the paper and the 'confetti' falls from collection trucks & through sorting screens.

All shredded paper must be put in the trash.

Maximize the amount of paper you can recycle by only shredding what is necessary.

THINK BEFORE YOU SHRED!

Shred **only** documents with sensitive information!

Shredding shortens paper fibers – recycling whole pieces keeps the fibers long, strong, and ready to be made into new paper. Improve recycling by putting non-sensitive papers straight in the recycling bin. It's easy!



Use the guidelines below for your personal financial records. See [guidelines from the IRS](#) for more details on documents you should keep.

How to Spring Clean Your Financial Records

Keep

Personal tax-related documents from the last three years (make sure you don't need the document for non-tax-related reasons before recycling).

Shred

Documents with sensitive information, like your SSN, financial transactions and medical records.

Recycle

Everything else! (Manila folders, annual reports, informational pamphlets from your credit card and insurance companies).

Keep America Beautiful

Shredding

Are you wondering what to keep and what to shred? We looked at experts' advice and compiled this summary of how long they recommend keeping certain documents.



When should I shred it?

Immediately

Sales receipts
ATM receipts
Paid credit card statements
Paid utility bills
Credit offers
Cancelled checks (that are not tax-related)
Expired warranties

Up to 1 year

Pay stubs
Bank statements
Paid, undisputed medical bills

Just in time for tax season...

After 7 years

Tax-related receipts
Tax-related cancelled checks
W-2s
Records for tax deductions taken

It depends...

Auto titles

Keep as long as you own the vehicle

Home deeds

Keep as long as you own the property

Disputed medical bills

Keep until the issue is resolved

Home improvement receipts

Keep until you sell your home and pay any capital gains taxes

Keep Forever

Birth certificates

Social Security cards

Marriage or divorce decrees

Citizenship papers

Adoption papers

Death certificates

Tax returns



STAY UPDATED:

PATRIOTS' DAY MONDAY 4/15

HOLIDAY CURBSIDE COLLECTION SCHEDULE

**1 DAY CURBSIDE COLLECTION
PICK-UP DELAY
WEEK OF 4/15/2019**

Don't miss the Lowell Land and Conservation Trust Eco-Film Series
movie screening sponsored by the Solid Waste and Recycling Office!



Landfill Harmonic

Date: Tuesday, April 30, 2019

Time: 6:30PM

**Lowell National Historical Park Visitor Center
246 Market St., Lowell, MA**

Description: This film follows the Recycled Orchestra of Cateura, a Paraguayan musical group who live next to one of South America's largest landfills. This unlikely orchestra plays music from instruments made entirely out of garbage, recycling trash and inspiring dreams.

(In Spanish with English subtitles, 88 mins)

Watch the movie trailer ([link](#)) Hope to see you there!

MATERIAL DROP-OFF EVENT SATURDAY 4.27.2019

Lowell Regional Waste Water Utility (AKA Duck Island)
451 First Street Boulevard (Route 110 at Dracut line)
Lowell, MA 01850
8 AM - Noon



ACCEPTED ITEMS:

- 20# & 1 Lb (camping) Propane Tanks & Helium Tanks
- Compact & Linear Florescent Lamps (CFLs)
- Medical Sharps (in puncture proof bottle)
- Rechargeable Batteries (PDF) (NiCad, etc.)
- Button Batteries
- Thermometers / Thermostats [& elemental Hg]
- Waste Motor Oil (limited to pints and quarts)
- Fire Extinguishers

Don't just recycle, recycle right!

Follow us for more recycling updates and tips! [f](#) [t](#) [v](#) @LowellRecycle



Residents with Lowell curbside collection are urged to
download the **FREE** smartphone App, **LowellRecycle!**



Enter your home address to receive updates & alerts relevant to calendar items.
You'll receive postings regarding **SUMMER Yard Waste Collection** schedule and other
drop-off events.

Don't have a smartphone? You can request information via text, voice or email at [Curbside Calendar](#).

Created by: Emily Teague, Journalism and Professional Writing Student; UML

Updates to schedule and programs are posted at [LowellRecycle.org](#).

Regards,

-Gunther

Gunther Wellenstein | *Solid Waste/Recycling Coord*

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<http://www.LowellRecycle.org>

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Manager Recycling Systems
Zero Waste Principles & Practices



Consider the environment! Please don't print this email if you don't need to



Are you recycling right? Find out:

<https://www.recyclesmartma.org>